# Software Administrator's Manual (AM)

**Mission Science Information and Data Management System 2.0**

**Team number 2**

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**12/13/12**

# Version History

| Date | Author | Version | Changes made | Rationale |
|---|---|---|---|---|
| 11/26/12 | RM | 1.0 | • Initial version | • To comply with ICSM for Draft TRR |
| 12/12/12 | RM | 2.0 | • Added in all relevant screenshots for user manual, with descriptions and steps. | • To deliver to client for usage and training. |
| 12/13/12 | RM | 2.1 | • Updated for changes in application.<br>• Separated User Manual and Administrator Manual | • At request of client. |

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# 1. Introduction

## 1.1 System Overview

This user manual refers to all of the functionality of the revised Mission Science Information and Database System. It includes fixes to many of the issue with the previous system, including re-applying the idea of role-based access, using a simpler approach. The manual is for all users of the system

## 1.2 System Requirements

### 1.2.1 Hardware Requirements

The minimum hardware requirement is 1GB RAM or more, and it is recommended to have a fast connection to the Viterbi IT fileserver.

### 1.2.2 Software Requirements

The minimum software requirements is Windows XP or later and Access 2007 or later. It is also required to have access to the location of the Access file on the Viterbi IT fileserver.

### 1.2.3 Other Requirements

No other requirements.

# 2. Installation Procedures

The user is expected to have Microsoft Access 2007 or Access 2010 installed before using the database. To access the database, the user should navigate to the location on the Viterbi IT fileserver where the Access database is located.

## 2.1 Initialization procedures

No initialization necessary.

## 2.2 Re-installation

No re-installation necessary.

## 2.3 De-installation

No de-installation necessary.

# 3. Operational Procedures

The operational procedures of Access 2007 or Access 2010, please refer to in-product help or online help (http://office.microsoft.com/en-us/access/).

The user functionality depends on the username the user selects upon opening the database. There is no authentication, and this is used only to simplify the user experience depending on the user-type the user is configured to act as.

## 3.1 Administrative

### 3.1.1 Manage Standards

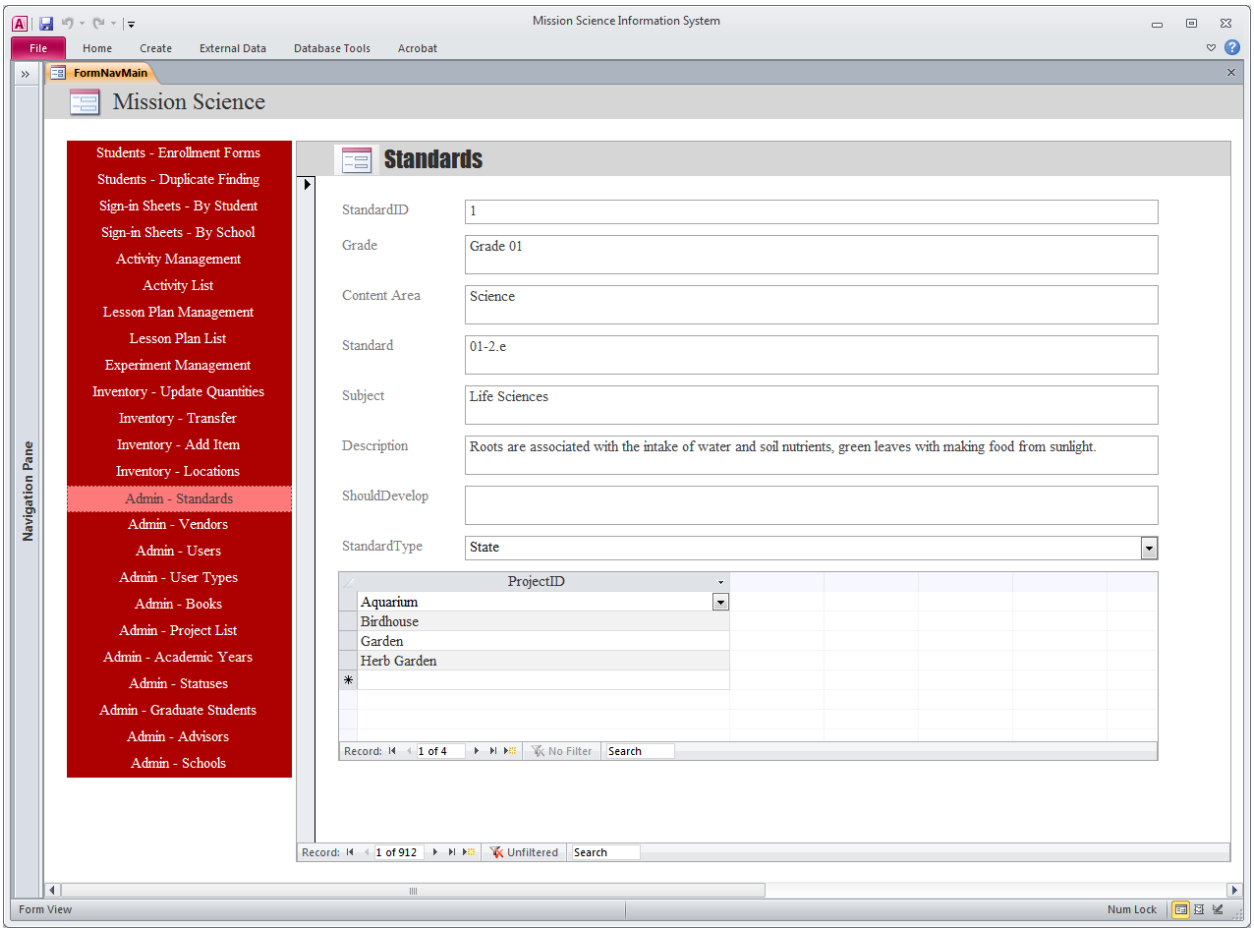


**Figure 1: Manage standards**

You can manage the details about each Standard. Be sure to select Standard Type from the drop-down. It will also display the list of Projects associated with that standard.

## 3.1.2 Manage Vendors

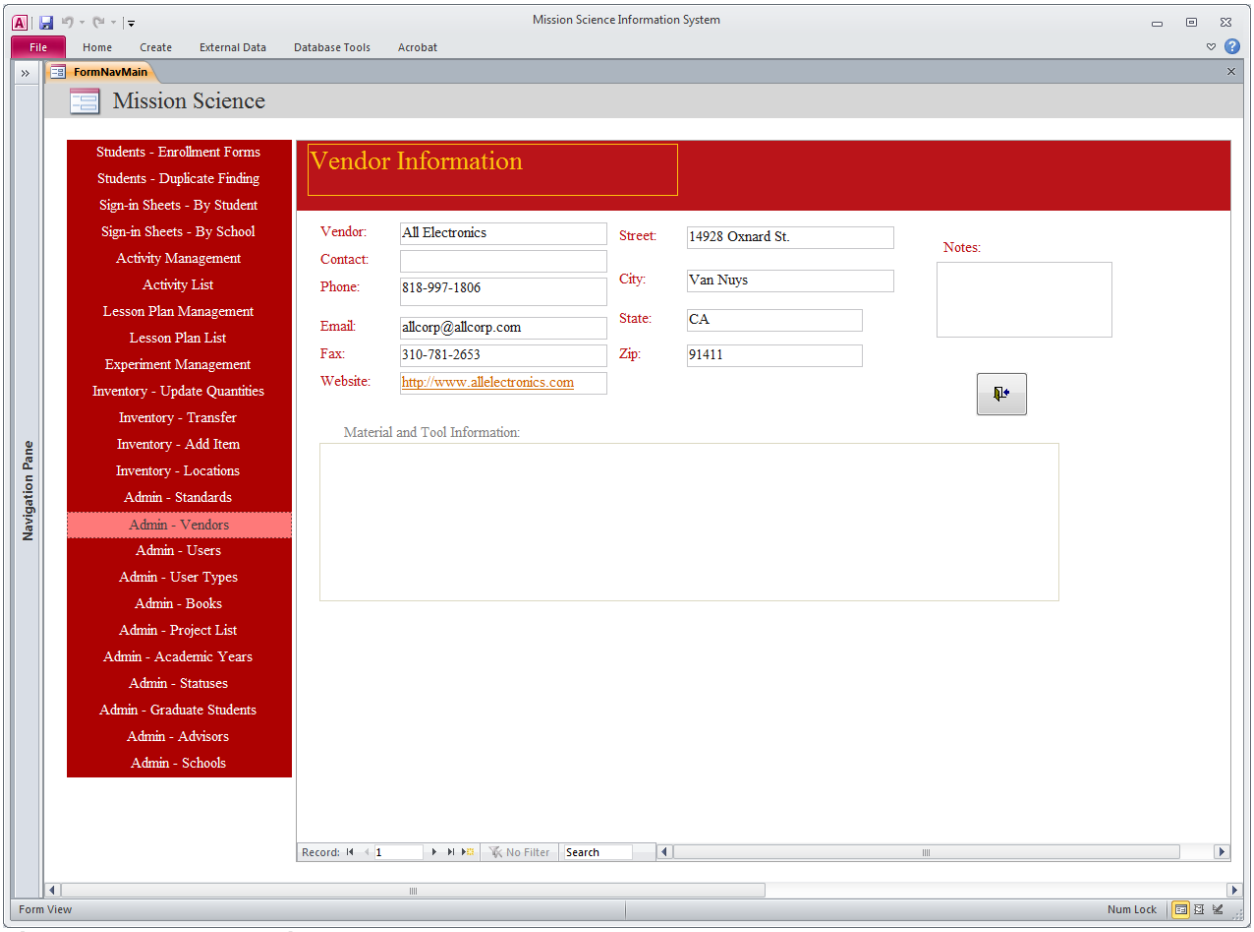


**Figure 2: Manage Vendors**

### 3.1.3 User Login Management and Action Log

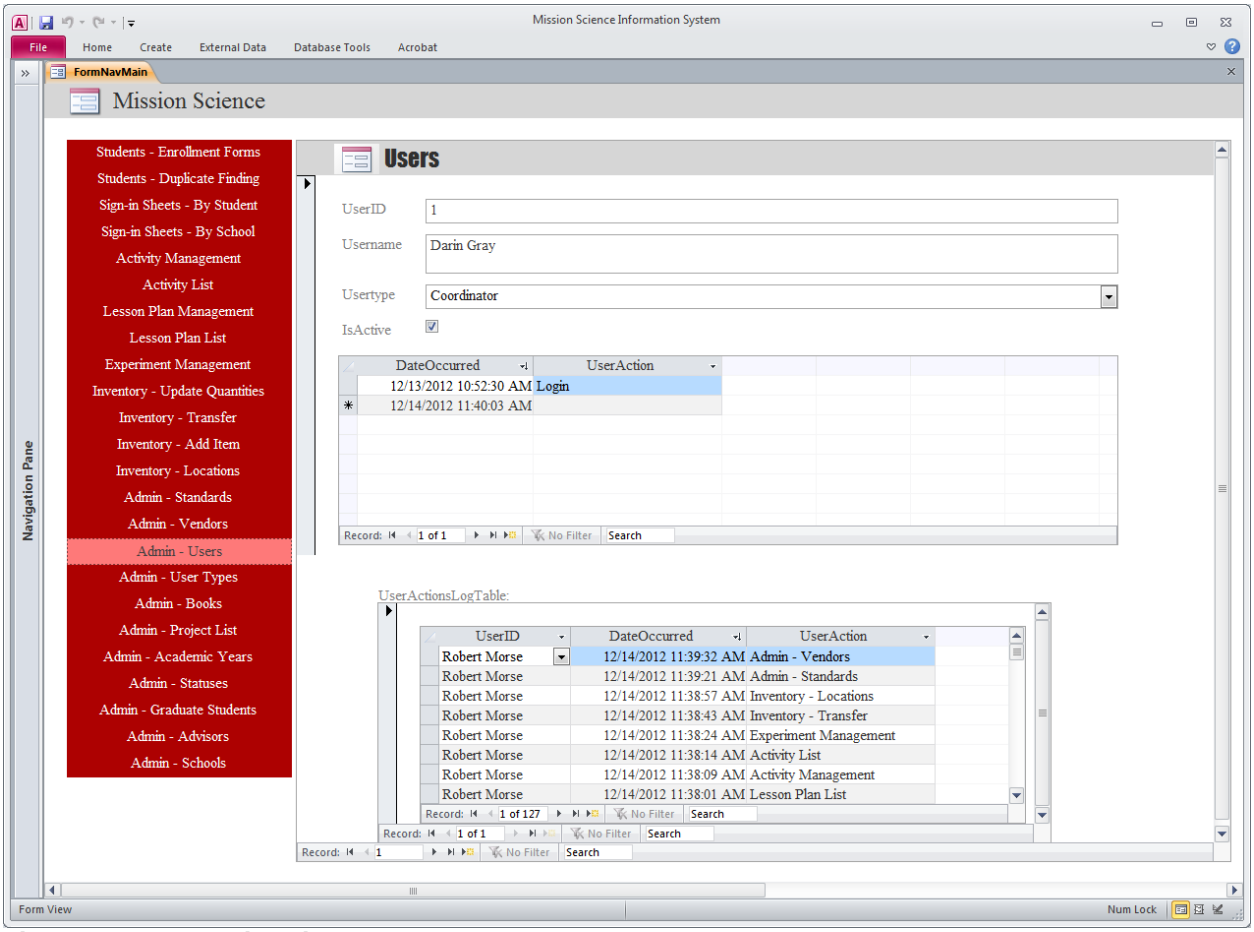


**Figure 3: Users and Action Logs**

Actions are logged. Accessing each form item from the red navigation is an action. To login to the system, each user must have an entry with their name here.

## 3.1.4 User Types and User Management

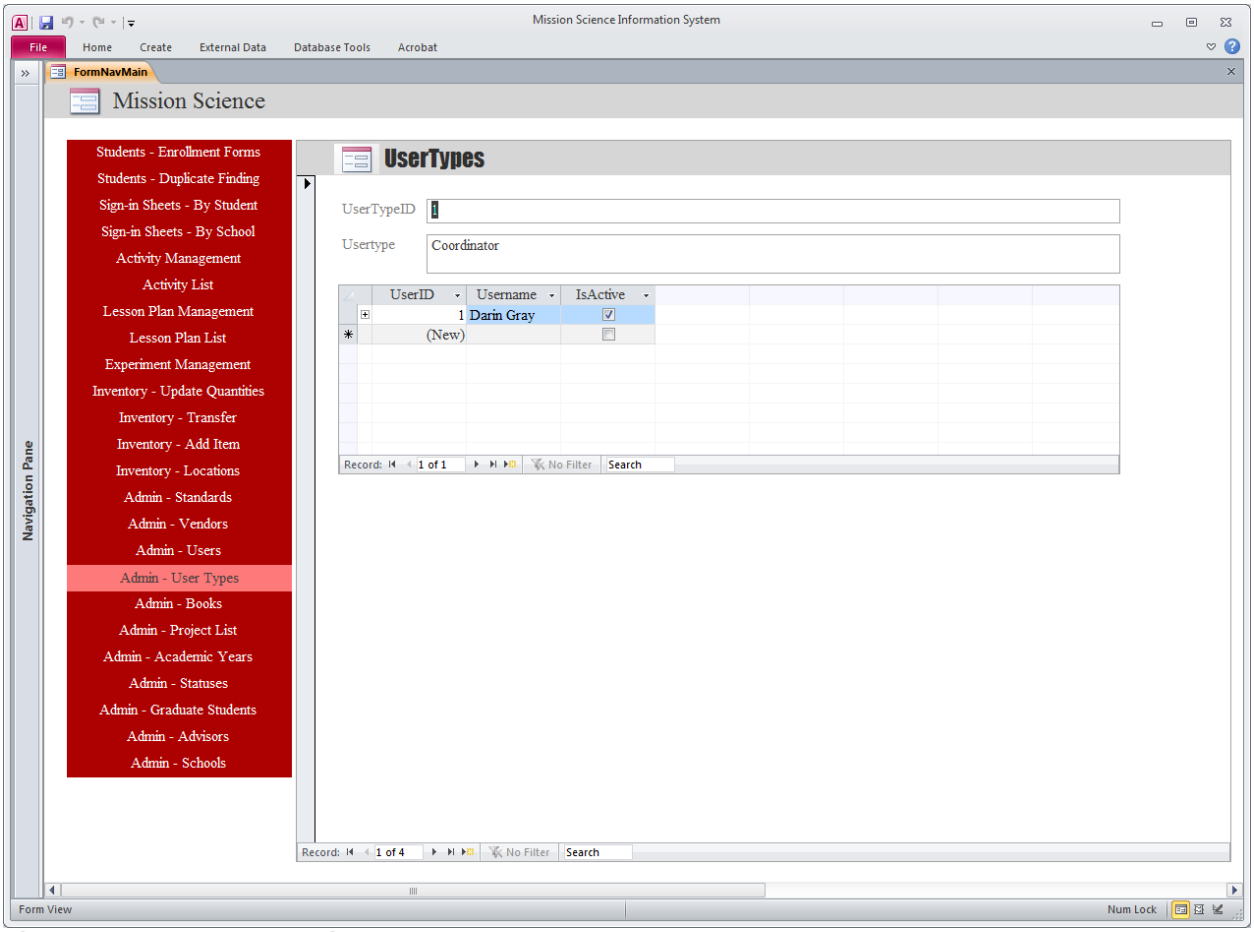


**Figure 4: Users Types and User Management**

User Types can be added here, or users can be added directly to a User Type.

## 3.1.5 Manage Books

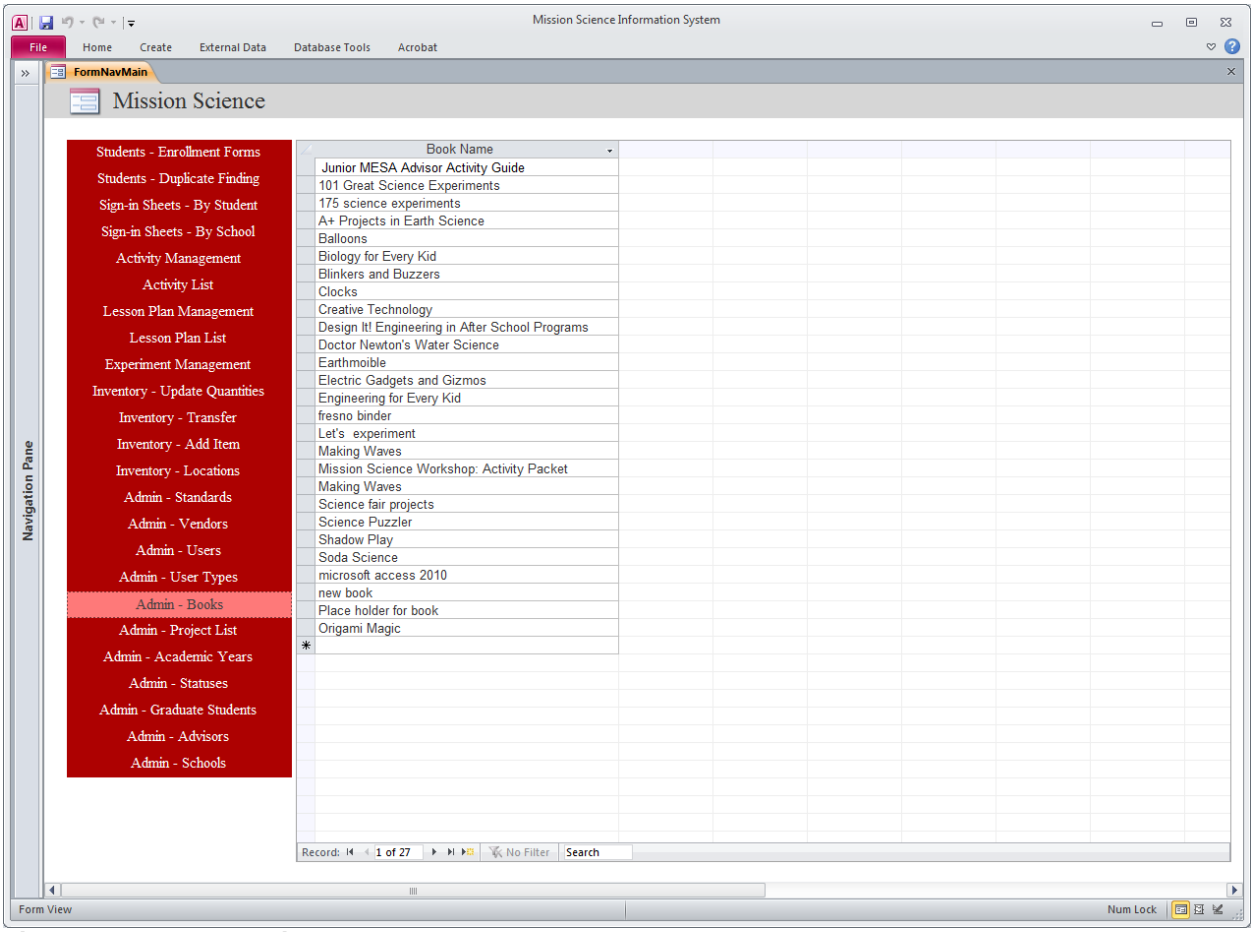


**Figure 5: Manage Books**

## 3.1.6 Manage Projects

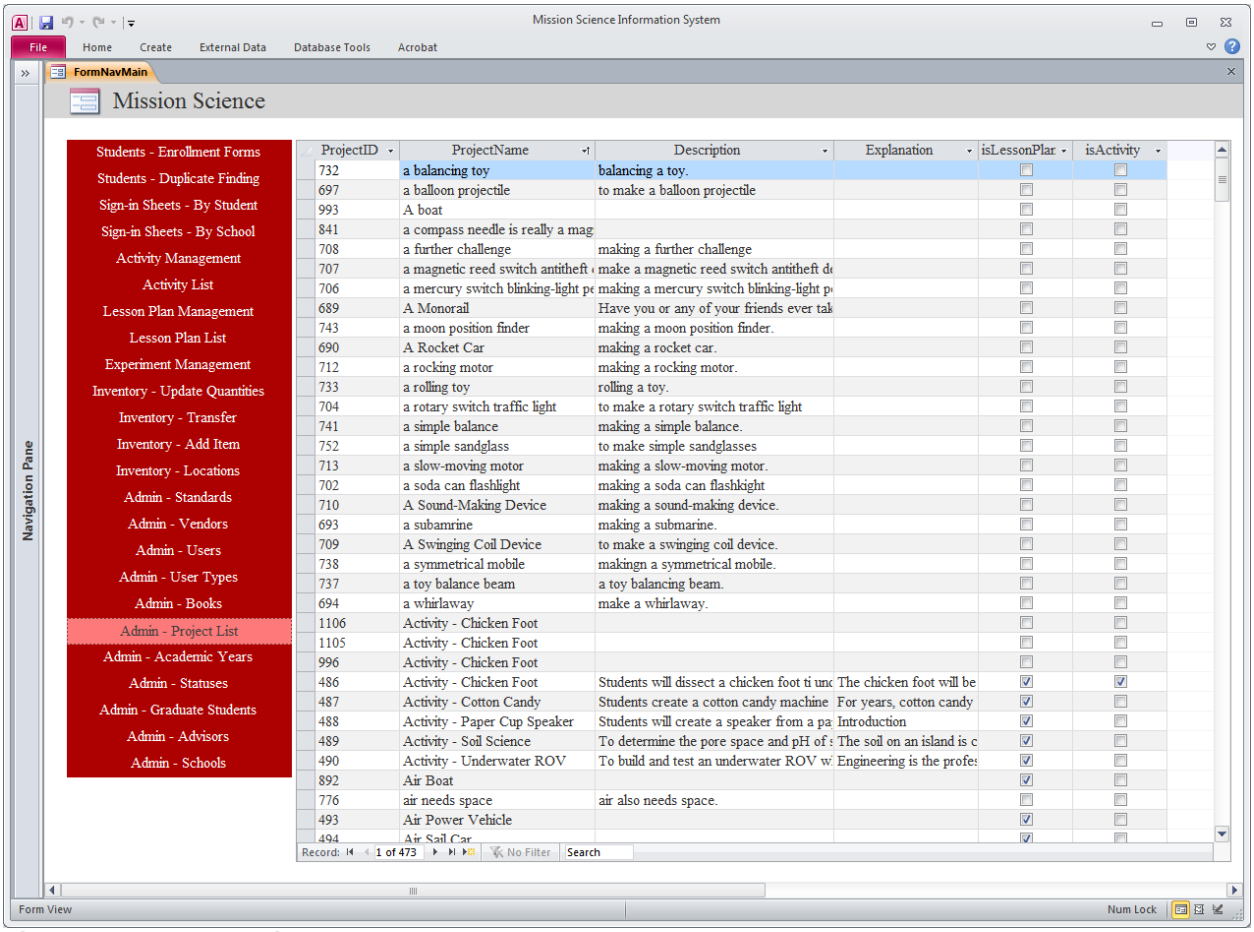
Mission Science Information System
File
Home
Create
External Data
Database Tools
Acrobat
FormNavMain
Mission Science
Navigation Pane
Students - Enrollment Forms
Students - Duplicate Finding
Sign-in Sheets - By Student
Sign-in Sheets - By School
Activity Management
Activity List
Lesson Plan Management
Lesson Plan List
Experiment Management
Inventory - Update Quantities
Inventory - Transfer
Inventory - Add Item
Inventory - Locations
Admin - Standards
Admin - Vendors
Admin - Users
Admin - User Types
Admin - Books
Admin - Project List
Admin - Academic Years
Admin - Statuses
Admin - Graduate Students
Admin - Advisors
Admin - Schools
ProjectID
ProjectName
Description
Explanation
isLessonPlar
isActivity
732 a balancing toy balancing a toy.
697 a balloon projectile to make a balloon projectile
993 A boat
841 a compass needle is really a mag
708 a further challenge making a further challenge
707 a magnetic reed switch antitheft make a magnetic reed switch antitheft de
706 a mercury switch blinking-light pe making a mercury switch blinking-light p
689 A Monorail Have you or any of your friends ever tak
743 a moon position finder making a moon position finder.
690 A Rocket Car making a rocket car.
712 a rocking motor making a rocking motor.
733 a rolling toy rolling a toy.
704 a rotary switch traffic light to make a rotary switch traffic light
741 a simple balance making a simple balance.
752 a simple sandglass to make simple sandglasses
713 a slow-moving motor making a slow-moving motor.
702 a soda can flashlight making a soda can flashkight
710 A Sound-Making Device making a sound-making device.
693 a subamrine making a submarine.
709 A Swinging Coil Device to make a swinging coil device.
738 a symmetrical mobile makingn a symmetrical mobile.
737 a toy balance beam a toy balancing beam.
694 a whirlaway make a whirlaway.
1106 Activity - Chicken Foot
1105 Activity - Chicken Foot
996 Activity - Chicken Foot
486 Activity - Chicken Foot Students will dissect a chicken foot ti unc The chicken foot will be
487 Activity - Cotton Candy Students create a cotton candy machine For years, cotton candy
488 Activity - Paper Cup Speaker Students will create a speaker from a pa Introduction
489 Activity - Soil Science To determine the pore space and pH of s The soil on an island is c
490 Activity - Underwater ROV To build and test an underwater ROV w Engineering is the profes
892 Air Boat
776 air needs space air also needs space.
493 Air Power Vehicle
494 Air Sail Car
Record: 1 of 473
No Filter
Search
Form View
Num Lock

**Figure 6: Manage Projects**

All Projects are listed. They can easily be changed to show up as a Lesson Plan and/or Activity.

## 3.1.7 Manage Academic Years

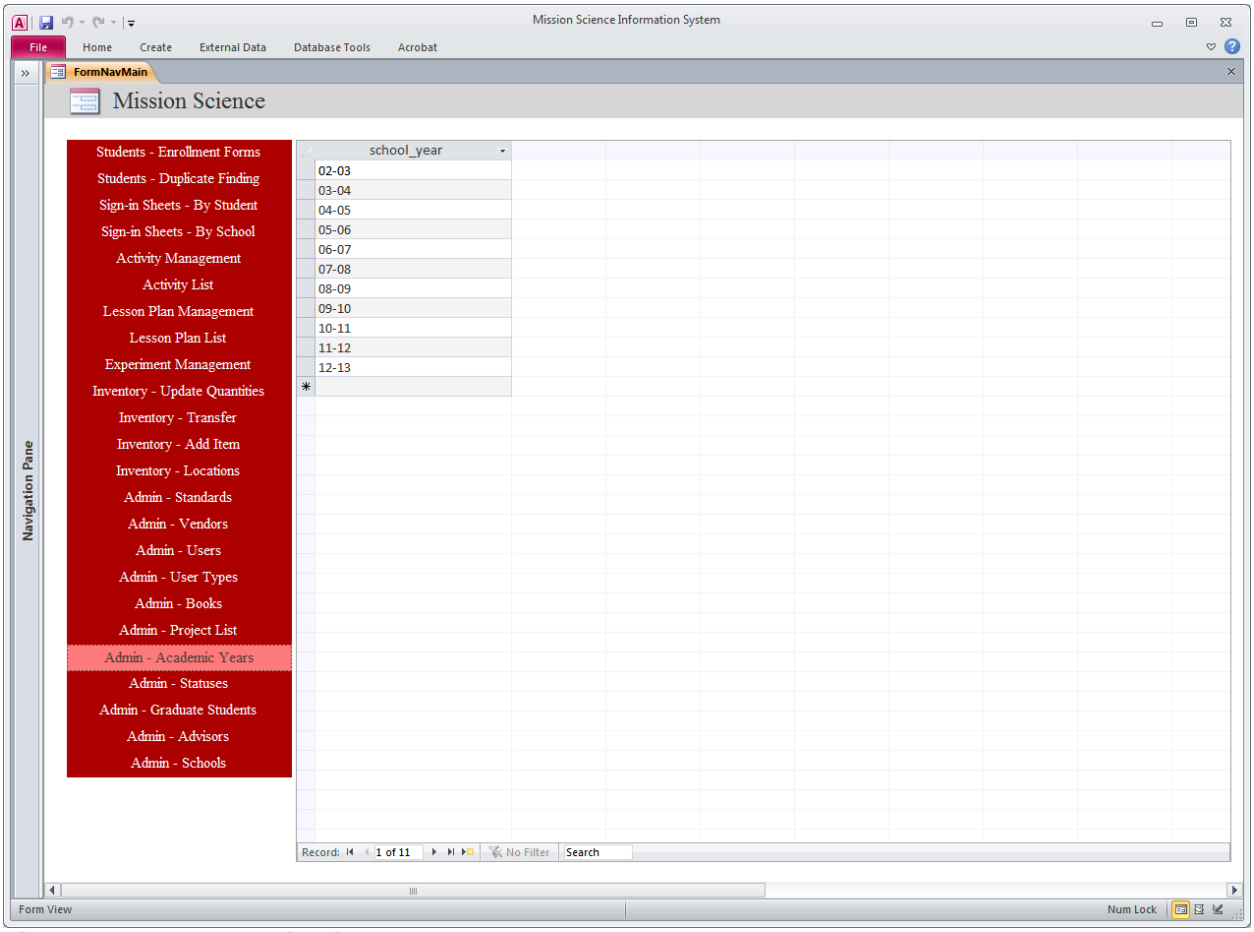


**Figure 7: Manage Academic Years**

## 3.1.8 Manage Statuses

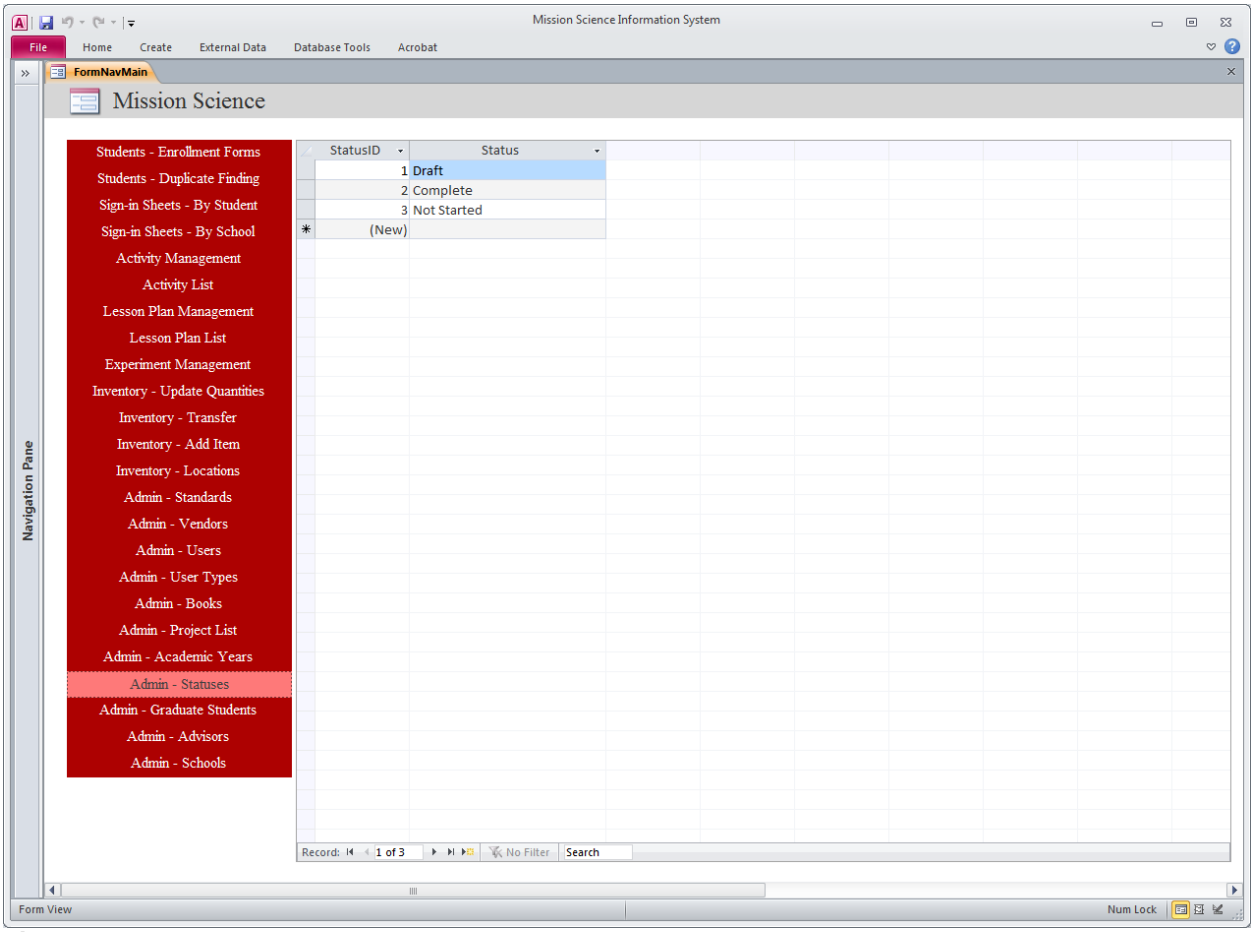


**Figure 8: Manage Statuses**

## 3.1.9 Manage Graduate Students

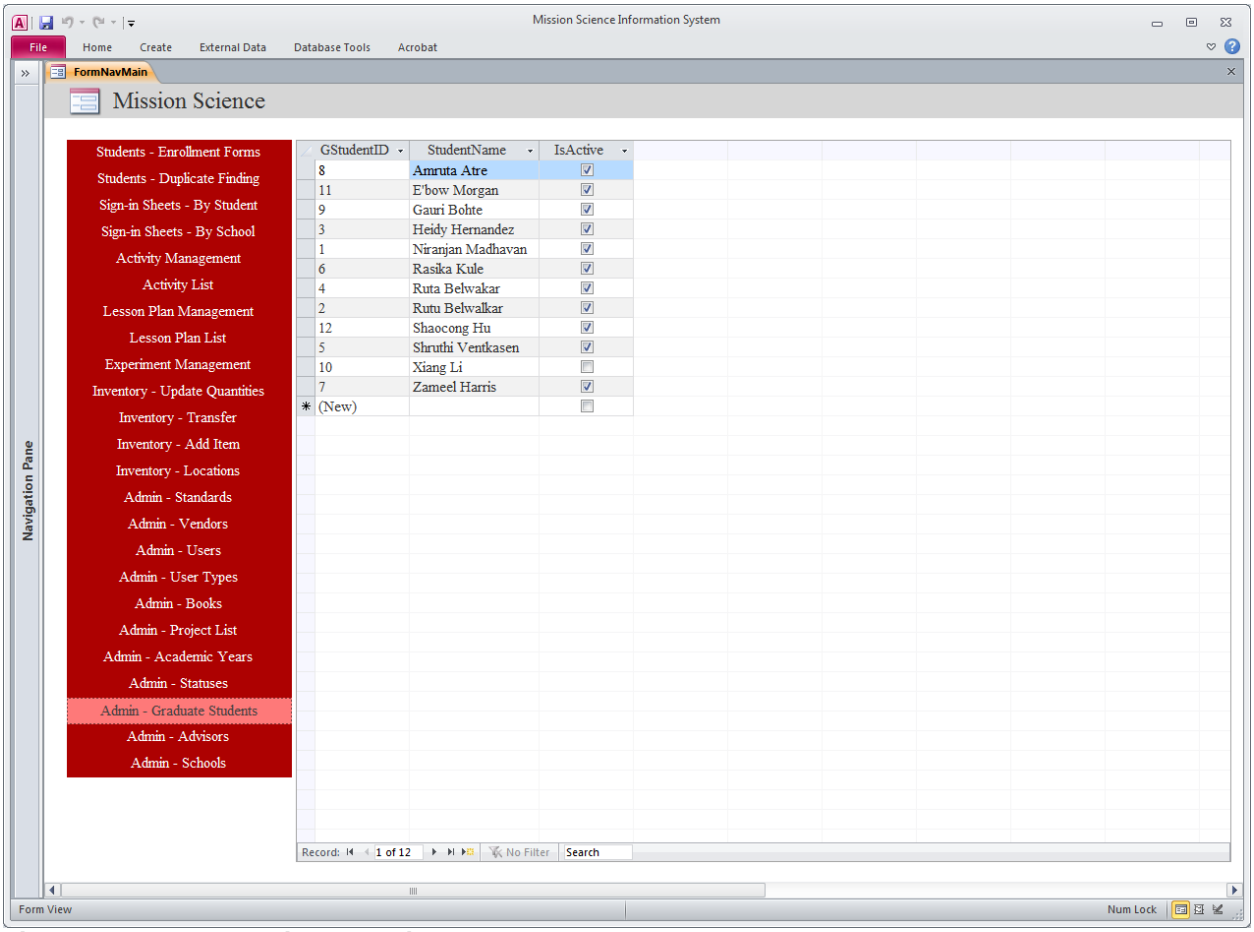


**Figure 9: Manage Graduate Students**

Active Graduate Students will display in the drop down list for student school information.

## 3.1.10 Manage Advisors

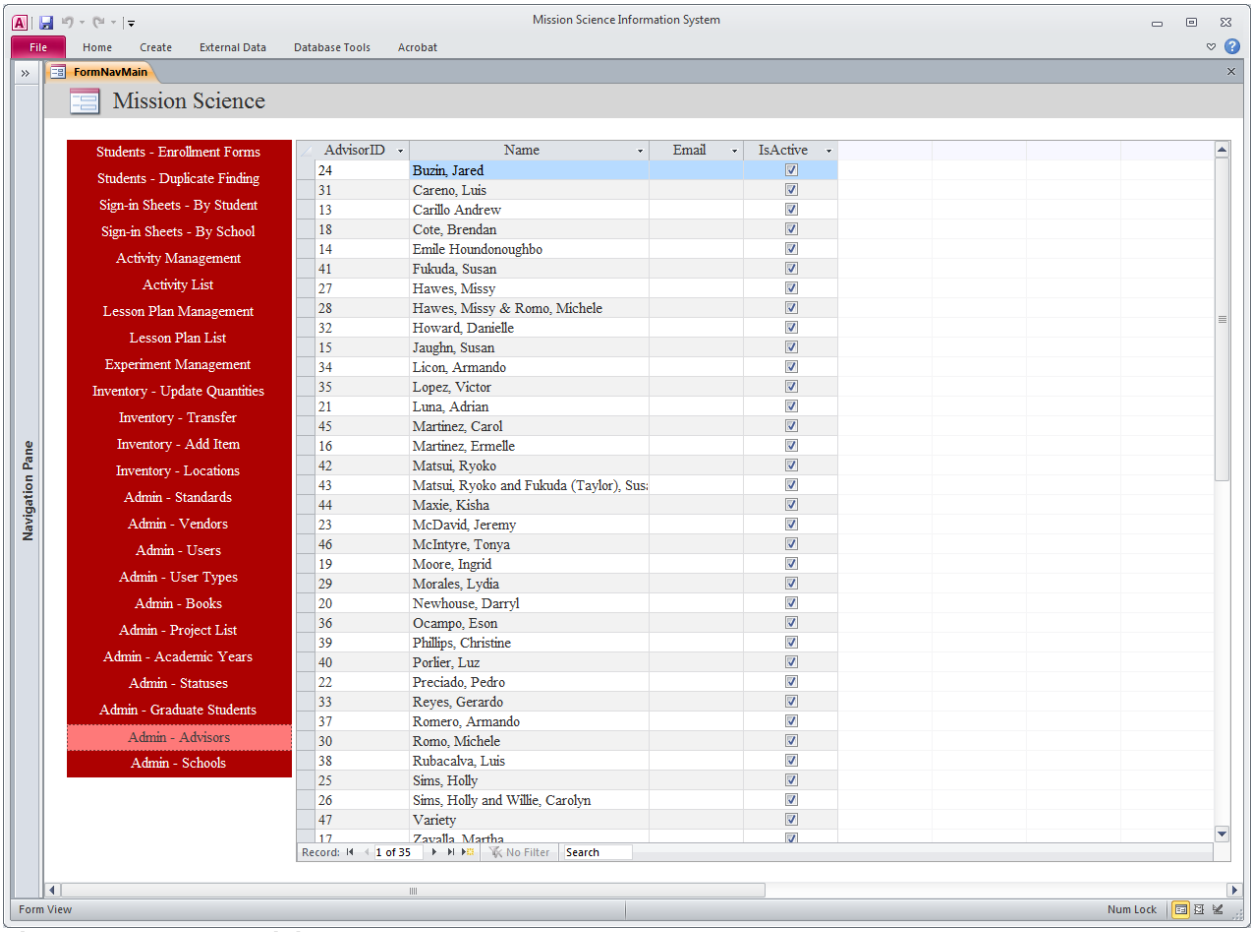


**Figure 10: Manage Advisors**

Active Advisors will display in the drop down list for student school information.

## 3.1.11 Manage Schools

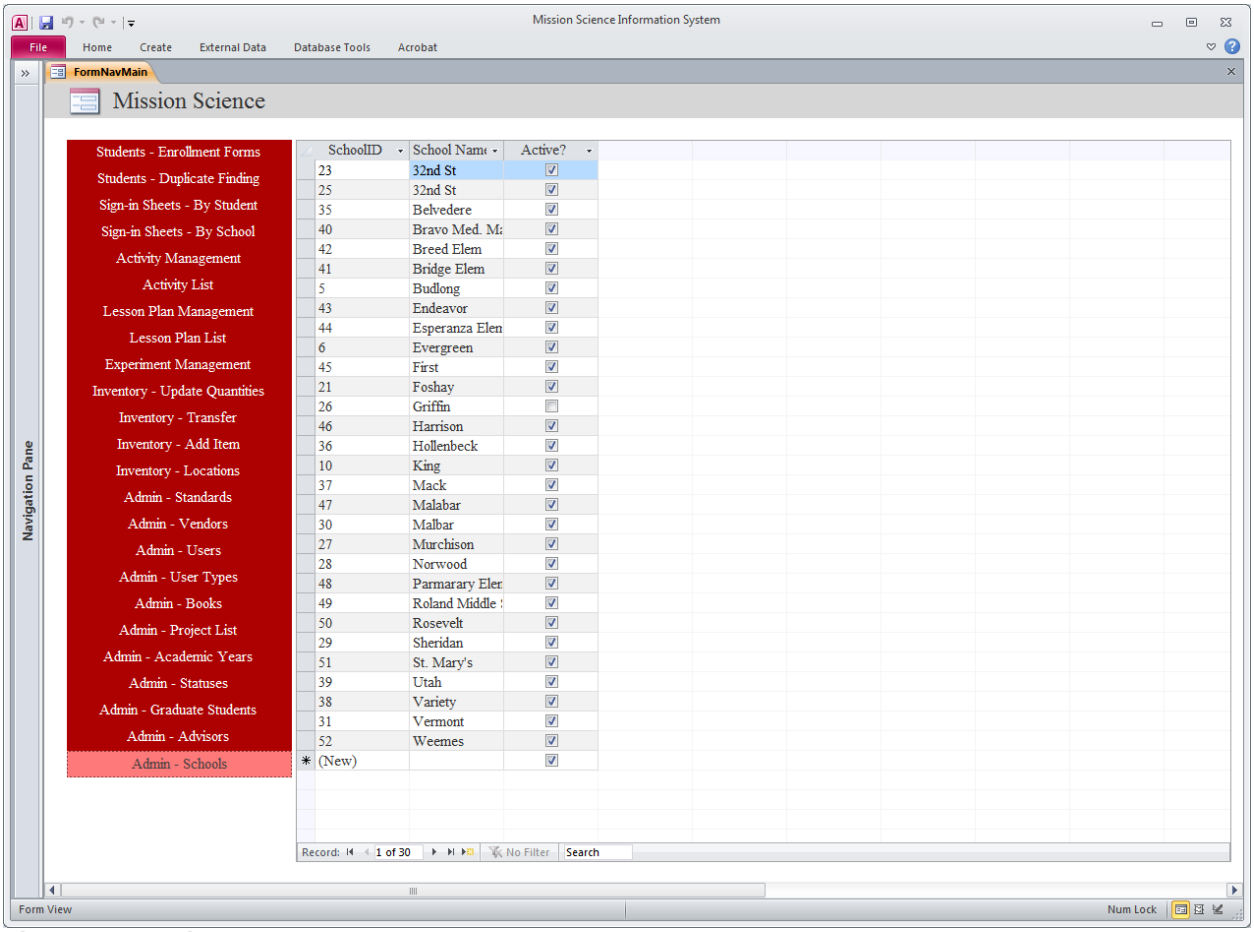


**Figure 11: Backups**

Active Schools will display in the drop down list for student school information.

## 3.1.12 Backups

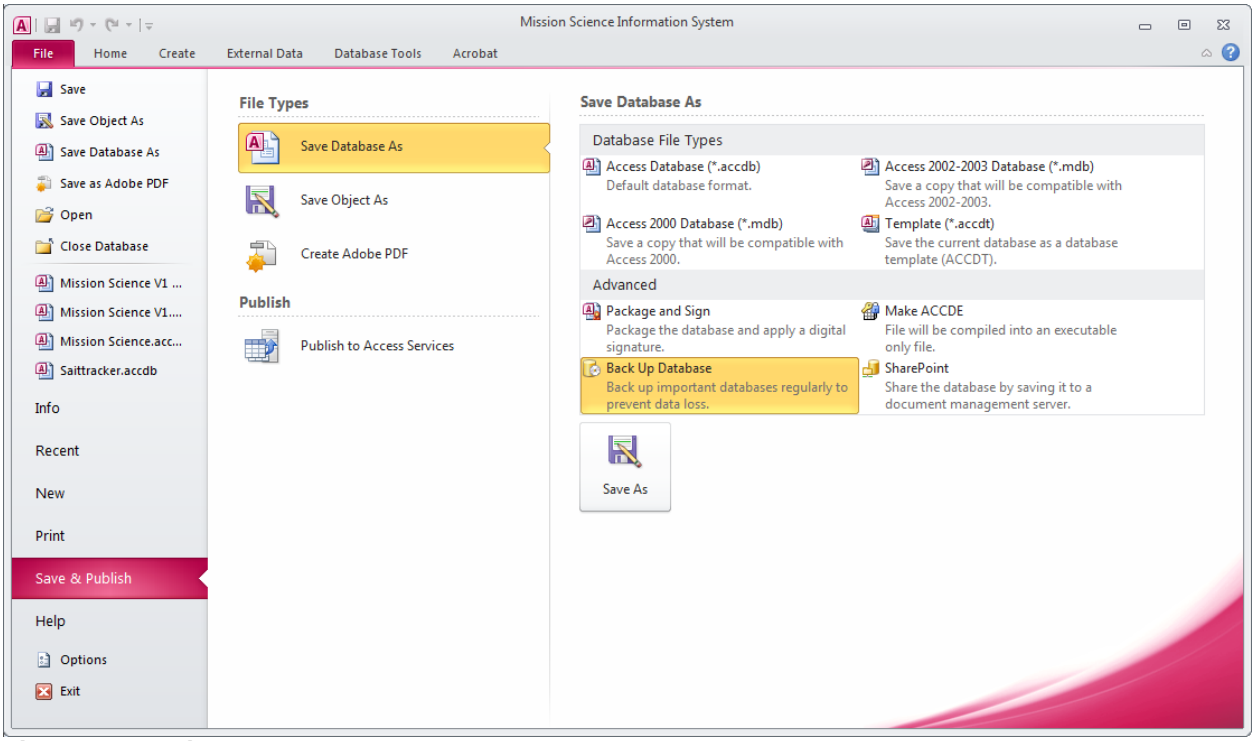


**Figure 12: Backups**

Creating backups are easy with using the built-in functionality of Access. It will prompt to save the database with the same current name, appended by the current date, to aid in identifying the database.

## 3.1.13 Adding More Standard Types

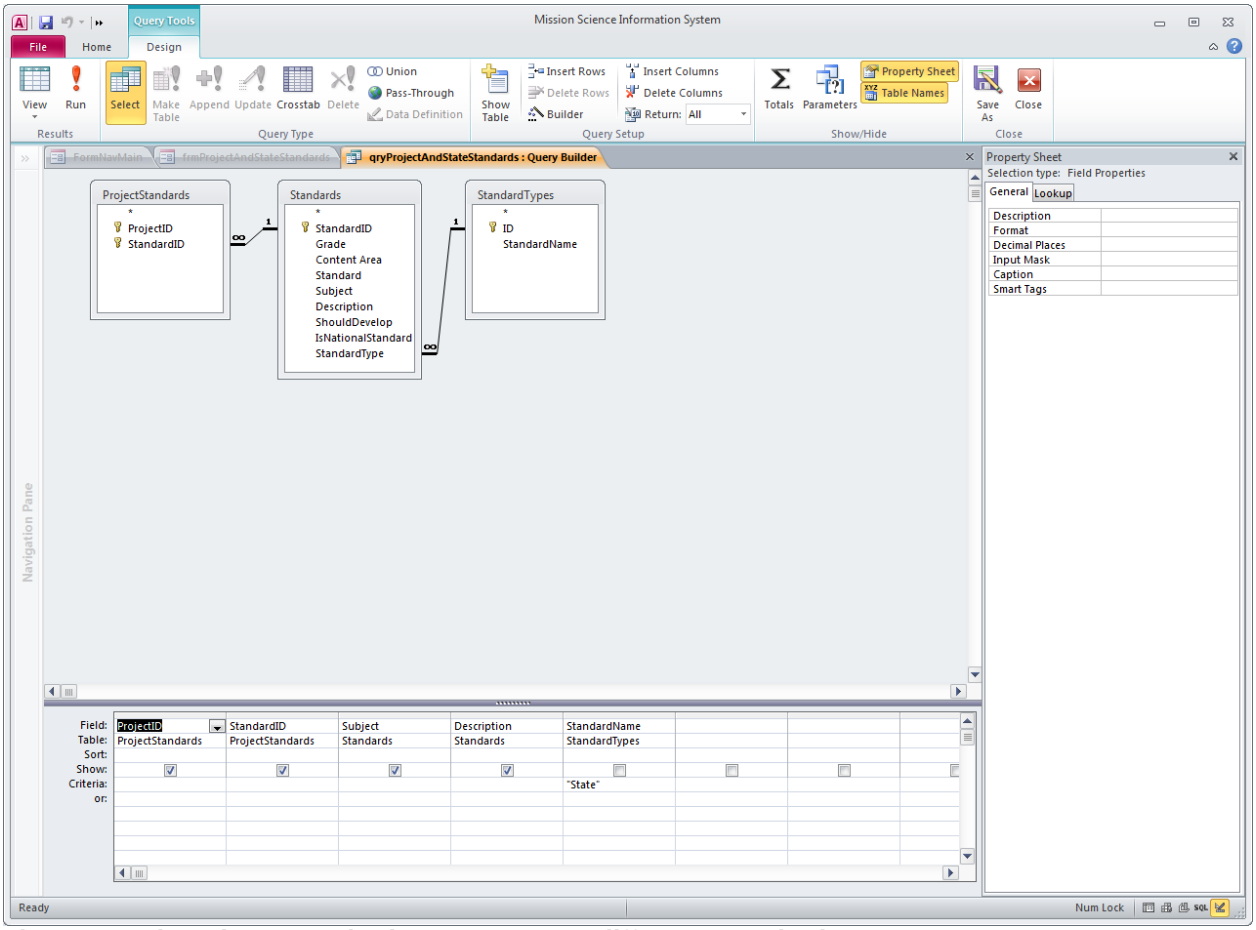


**Figure 13: Changing "Standards" query to use different StandardType**

Copy the “frmProjectAndStateStandards” to a new form, such as “frmProjectAndCoreStandards”. Edit the Data Source for the Form, and change the filter parameter to match the name of your new StandardType. Above you would change “State” to “Core”.

Subsequently, this form can then be dropped into Lesson Plan Management as a subform. As a subform, it is important to link the Parent Form ProjectID to the Child Form ProjectID, so it only shows records for the current project.

# 3.2 System Database Structure

## 3.2.1 Student Related

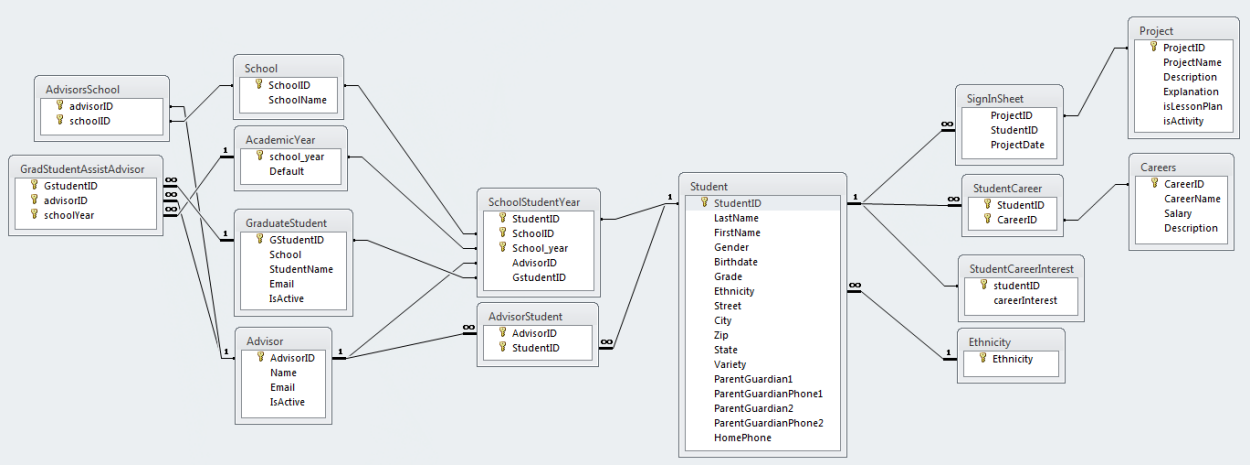


**Figure 14: Student Related Database Relationships**

## 3.2.2 Project Related

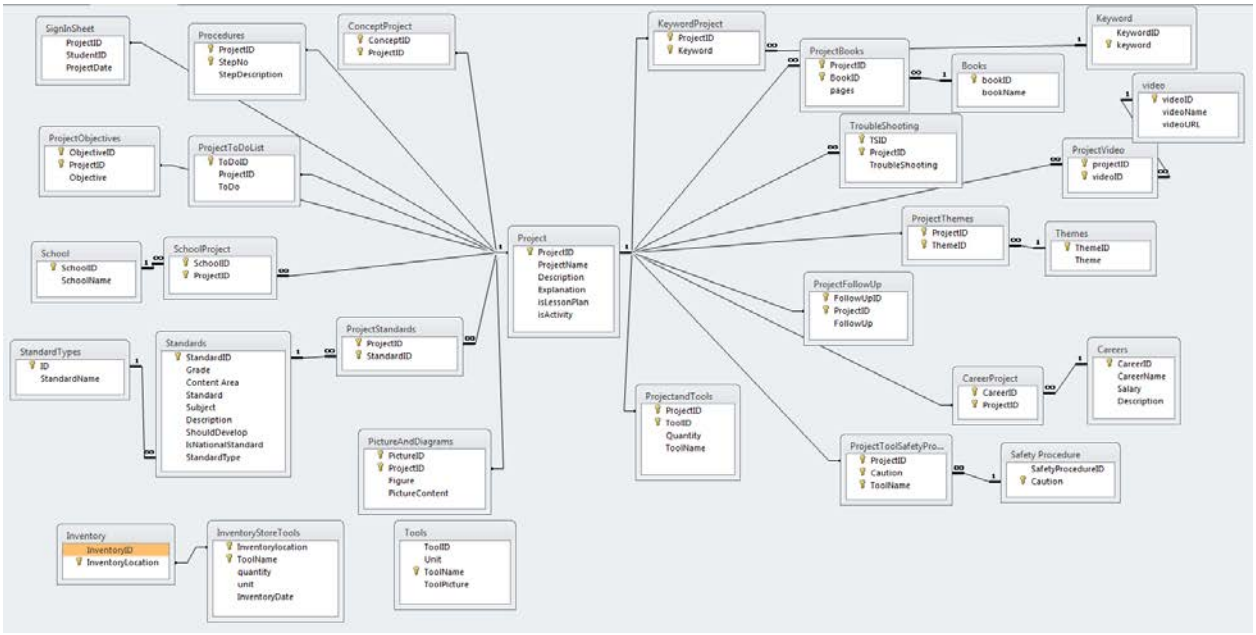


**Figure 15: Project Related Database Relationships**

# 4. Troubleshooting

## 4.1 Frequently Asked questions

### 4.1.1 How to set a field show associated options for a dropdown list

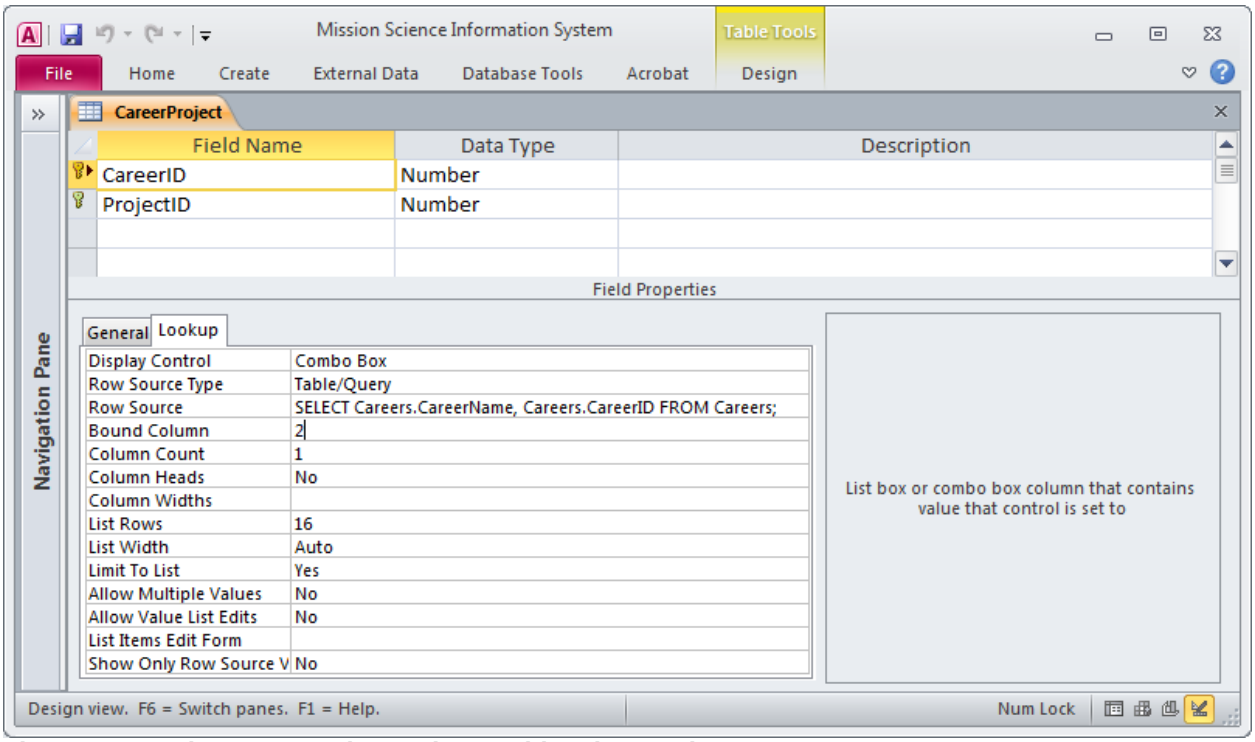


**Figure 16: Setting up a Lookup column with select options**

In design view of a table, select a look up field and go to the Lookup tab. Adjust the Row Source. Set the Bound Column to be the column that is linked to the Table Column. For example: if the column is CareerID, and CareerID appears 2nd in the list, choose "2" for Bound Column.

Set Column Count to the number of columns that should display in the drop down list. Typically set to 1.

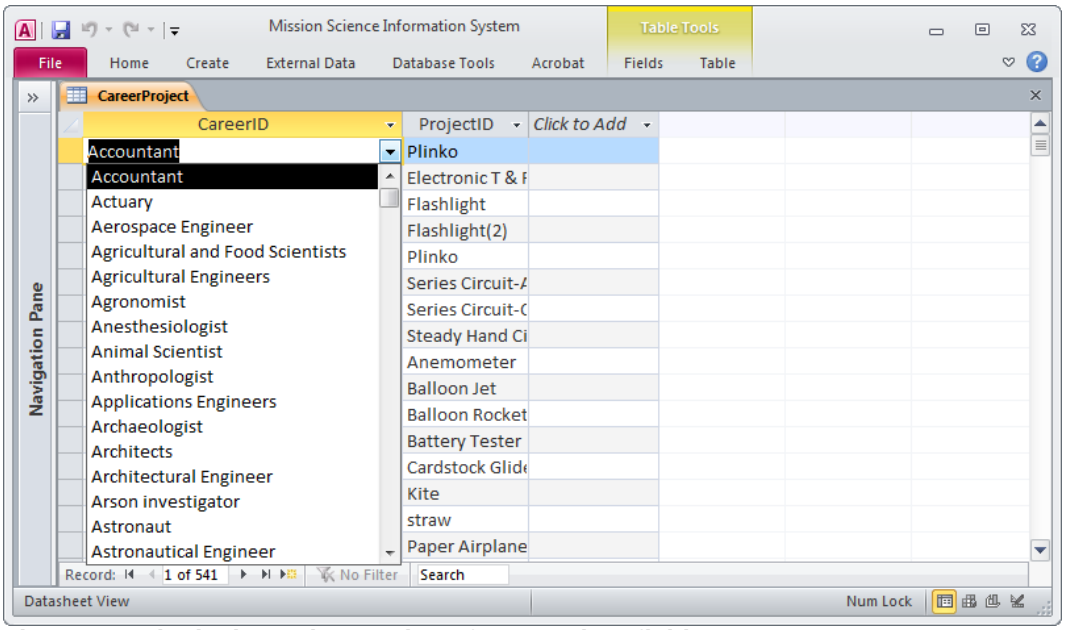


**Figure 17: Displaying select options for a Lookup field**

# 4.2 Error Codes and Messages

## 4.2.1 Editing New Project Standard Subforms

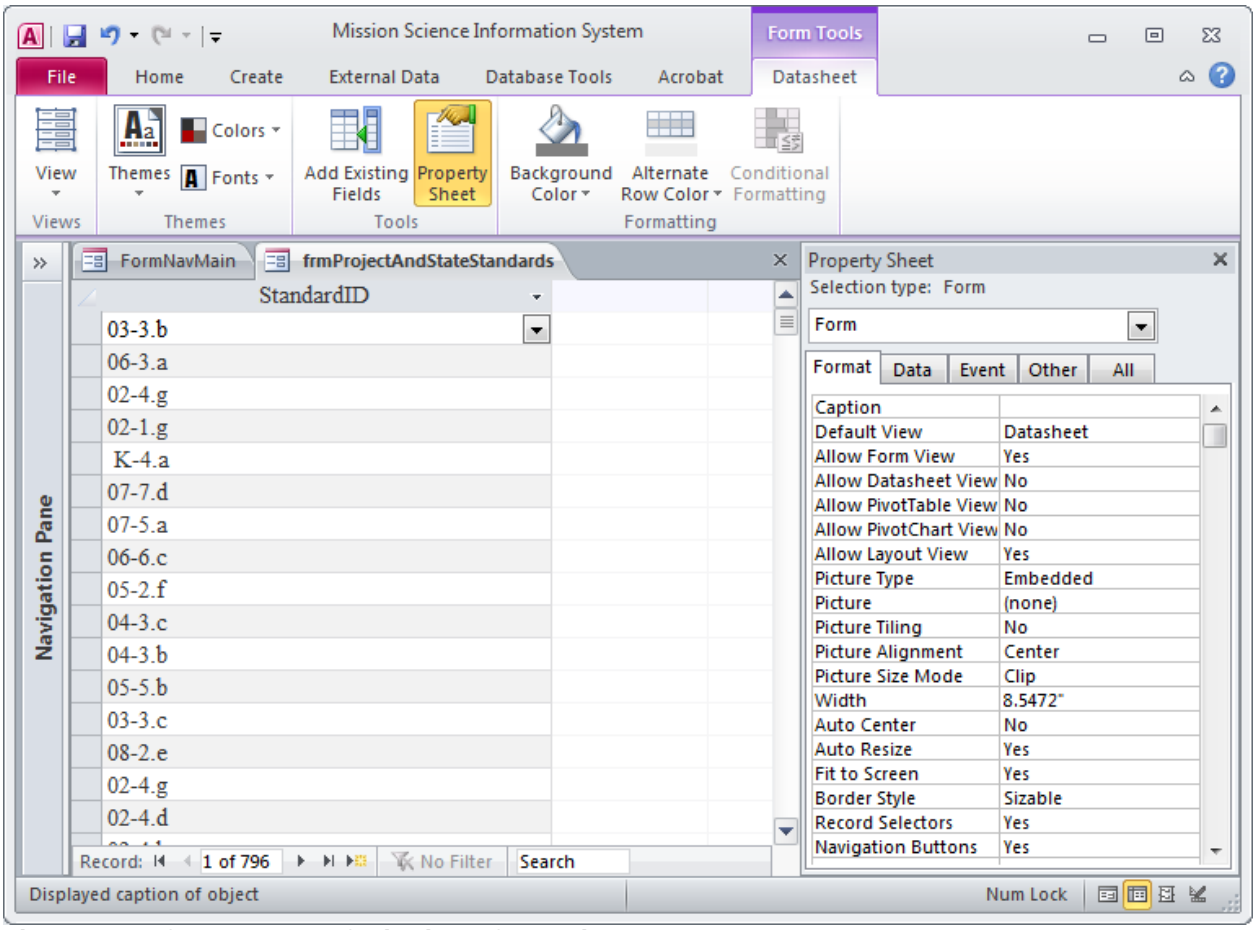


**Figure 18: A form set to Default View of Datasheet**

Sometimes a subform changes from “Datasheet” to “Single Form” and cannot be changed back easily. Select the Form Property and go to the Format tab, and select Default View of “Datasheet”.

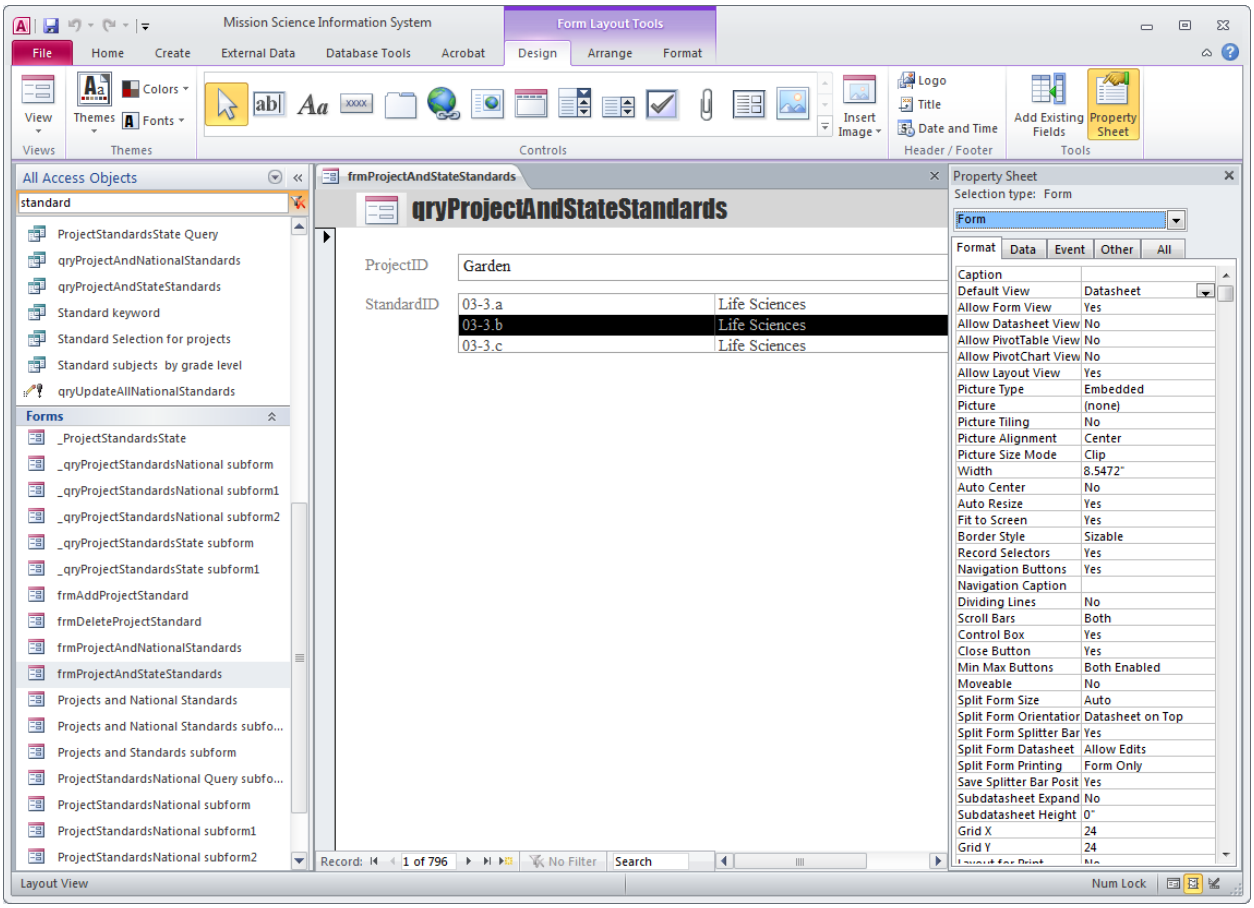


**Figure 19: A form mistakenly changed to Single Form Default View**

If you see the form change to look like the above, do NOT save changes.

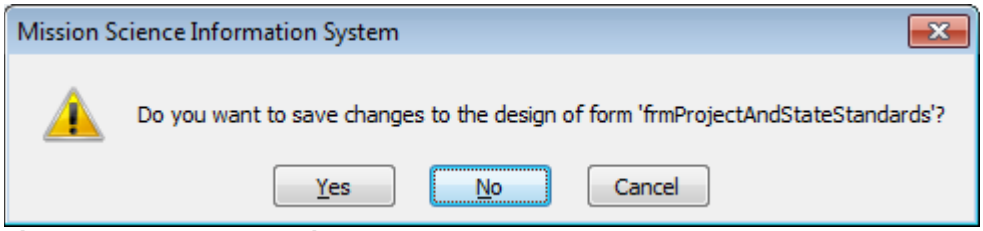


**Figure 20: Do not save changes**

Click NO, and revert any changes to this form.